



People Plus Time Recording Hurricane Harvey/Irma

People Plus/Recording Time

GUIDELINES FOR PEOPLE PLUS/RECORDING TIME UNDER A MISSION ASSIGNMENT	
IF	THEN
Employees who are normally paid 100% from EPM accounts	Only OT hours should be charged to the mission assignment (MA)
Employees who are normally paid 100% from Trust Funds (Superfund, Oil or LUST)	Your base and OT hours should be charged to the MA
Employees who are normally paid from a combination of both EPM and Trust	Only the Superfund percentage of your regular hours should be charged to the MA. Your other regular hours (EPM) cannot be charged to the MA. ALL your OT hours can be charged to the MA

Site Specific Charging Calculator

To assist you in allocating your time, you may want to utilize the Calculator attached to this message

Harvey Increments of 0.25 Calculator for Site Specific Charging															
This calculator may be used to allocate time to several accounts for the Harvey response.															
Enter the FAN percentages and daily site hours in the following table.															
Enter the largest FAN on the first line.															
		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Enter daily site hours		5													
Enter FAN percentages															
FAN	Percent	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25	Site charges to FAN Increments of 0.25
1		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The account favorite "description" will indicate the percentage of hours to charge per line. Employees charged to multiple accounts are encouraged to use the attached "site specific charging calculator" to assist with hour breakout by account.

Please note hours are charged in increments of .25%.

Forward all your question to EOC Finance Desk.

CALCULATOR for Increments of 0.25% for Site Specific Charging

Enter the Date for each day listed on the spread sheet

7		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
8	Date	9/10/2017	9/11/2017						

Enter Daily Site hours: Enter the number of hours worked

[illegible][illegible][illegible]



Log into PP+ & select appropriate Time Sheet

** If attest & submit box is checked/ uncheck

Your assigned response accounting codes will populate to your time card(Example)

Your Base Hrs will be charged to the account code you are supporting

Example Splitting Hrs: 8hr work day/ 4hrs work in support of Harvey Response support & 4hrs worked in support of IRMA. 4.0 Hrs Charged to Harvey & 4.0 Hrs charged to IRMA=8hrs

Fri 9/15	Sat 9/16	Time Row Total	Reporting Code	Short Description	Account Index	Account Code Descr	EPA Account String	Acct Bld	Override Reason Code	PPA Code	Comm
4.0			REGHR	Basic Pay	700911	HARVEY -	2017 T D300HVV303DC6 H001	Acct Bld			
4.0			REGHR	Basic Pay	701250	Site H002 -	2017 T D300IRM303DC6 H002	Acct Bld			
<div> <div>8.00 0.00</div> <div> Period Total: FAN Total: <div>8.00 0.00</div> </div> </div>											

COMP Time: (8/28/17 thru 9/16/17)

COMP time will be charged to your regular FAN, in the Comments field annotate:

COMP time earned for Harvey Response enter: H001 COMP

COMP time earned for Harvey Response enter: H002 COMP

Time	Reporting	Short	Account Index	Account Code Descr	EPA Account String	Acct Bld	Reason Code	PPA Code	Comments
COMPE	CompTimeE					Acct Bld			H001 COMP

Overtime Hrs

Overtime hrs will be charged to the appropriate Mission Assignment

Example:Harvey Over Time Hrs

Overtime 700871 Harvey - MA4332DRTX3 - ENVIR. PROGRAM & MGMT - REIMB 20162017BR 06L0X13303DC6 H001

Acct Bld

Example: IRMA Over Time Hrs

4.00 OVTHR Overtime 701212 X IRMA MISSION ASSIGNMENT 20162017BR 06L0X13303DC6 H002

☒ Attest and Submit? ☐ Verify and Submit?

Previous Period

Next Period

Save

Return to Search

Attest & submit & Save